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Personnel

**AFMC DISTINGUISHED COMPANY GRADE
OFFICER OF THE YEAR AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. It explains guidelines on nomination preparations for the AFMC Company Grade Officer of the Year Program to include eligibility, preparation of the nomination, and award received. This instruction does not apply to US Air Force Reserve or Air National Guard members. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this instruction is 10 U.S.C. 8013. Privacy Act statements required by AFD 37-1, *Air Force Information Management*, are in the body of each form or document, or in a separate statement accompanying each document.

SUMMARY OF REVISIONS

This revision expands eligibility criteria, specifies limitations for justification, and deletes requirement for biography.

1. Policy. This awards program is administered by HQ AFMC and applies to company grade officers assigned to the command.
2. Period. The period covered by this award is 1 January-31 December.
3. Eligibility. Any company grade officer (O-1 through O-3) assigned to an AFMC activity is eligible for nomination. Nominees must have been company grade officers assigned to AFMC units for the entire period of award and have served in their current duty assignments for at least 8 months during the period of nomination.
4. Nomination procedures.

4.1. HQ AFMC/CCQ and commanders of AFMC field units reporting directly to HQ AFMC may each submit one nomination.

4.2. Send nomination to HQ AFMC/DPCS, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006, to arrive not later than the advertised suspense date (approximately March time frame) each year. Each nomination consists of the following:

4.2.1. A memorandum of transmittal (original only) signed by the center/vice commander or AFMC/CCQ.

4.2.2. Justification.

4.2.2.1. Use AF Form 1206, **Nomination for Award** (original and three copies), addressing the following headings:

- DESCRIPTION OF DUTIES
- JOB PERFORMANCE
- EDUCATION
- SELF-IMPROVEMENT EFFORTS
- OFF DUTY CONTRIBUTIONS

4.2.2.2. All accomplishments and achievements must have occurred during the nominating year. The AF Form 1206 must be bullet style and single-spaced. It is limited to one form (front and reverse sides), using the captions shown. When data is printed back-to-back, it should be run head-to-head so that it reads like a book.

4.2.3. Quality review. A quality review statement is required for each nomination. It will be signed and dated by the person (other than the nominee) who verified the information and will read:

“I, (rank or title and name), verify (nominee’s rank and name) did not have an active UIF or unfavorable information in a PIF during the nominating period of the (year) AFMC Distinguished Company Grade Officer of the Year Award.”

4.2.4. Publicity statement. A publicity statement is required for each nomination. It will be signed and dated by the nominee and will read:

“I, (rank and name), understand my nomination for the (year) AFMC Distinguished Company Grade Officer of the Year Award may involve release of the information contained in my nomination package for the purpose of publicizing the program.”

5. Presenting the Award. The selectee’s center commander will be provided a suitable award and letter from the AFMC Vice Commander for appropriate presentation. The selectee may receive other appropriate recognition at the local level, except where prohibited.

6. Publicity. Give this program maximum publicity. Consider, where appropriate, inviting the local community, civil organizations, or news media to take part in any recognition program.

ERNEST V. MARSHALL, Colonel, USAF
Deputy Director, Personnel